



70TH INTELLIGENCE WING

Supplement 1

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Maintenance

**MAINTENANCE MANAGEMENT OF
COMMUNICATIONS-ELECTRONICS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 21-116, 10 December 2000, is supplemented as follows. This supplement contains guidelines and procedures for maintenance management of Communications-Electronics within the 70th Intelligence Wing (70 IW). This supplement does not apply to Air National Guard or US Air Force Reserve units and members. Units can forward comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, to 70 IW/LG, 9800 Savage Rd, Suite 6679, Ft Meade MD 20755-6679.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Duties and responsibilities for functionally supported maintenance activities have been added to Chapter 2. Additions have been made in Chapter 3 that specify administrative responsibilities for units that use and manage maintenance databases. Chapter 5 supplements have been superseded by changes in Chapter 3.

1.5. (Added) 70th Intelligence Wing.

1.5.1. (Added) The 70th Intelligence Wing Logistics and Maintenance Division (70 IW/LG) is the focal point for all 70 IW Communication Electronics maintenance management programs.

1.5.2. (Added) 70 IW/LG performs functional manager duties for Air Force Specialty Code (AFSC) career fields 2AXXX, 2EXXX, 2PXXX, 2RXXX, 2SXXX, 2TXXX, and 2WXXX personnel assigned to the 70 IW.

1.5.3. (Added) 70 IW/LG will:

1.5.3.1. (Added) Enforce higher headquarters established maintenance management and functional systems management policies and procedures.

1.5.3.2. (Added) Ensure subordinate units establish effective maintenance management programs, for example: corrosion control, training, and deficiency reporting.

1.5.3.3. (Added) Review and validate waiver requests to maintenance directives prior to submission to higher headquarters.

1.5.3.4. (Added) Ensure appropriate directives, general series technical orders (TOs), and other publications required to provide authoritative management guidance are available.

1.5.3.5. (Added) Work closely with higher headquarters to resolve problems with unit manpower authorizations, personnel assignment shortfalls, contingency tasking, and training issues.

1.5.3.6. (Added) Assist units to resolve system maintenance difficulties that are beyond the unit's capability.

1.5.3.7. (Added) Assist subordinate units with training needs by:

1.5.3.7.1. (Added) Assisting subordinate units with establishment of training requirements during the annual training screening process.

1.5.3.7.2. (Added) Reviewing out-of-cycle requests for formal and special training. Forward out-of-cycle requests to higher headquarters if unable to meet using theater resources.

1.5.3.7.3. (Added) Assisting education and training managers with formal maintenance training requirements during the annual screening process.

2.17.1. 70 IW units will not develop local management information database systems in place of Core Automated Maintenance System (CAMS) subsystems that are designed for the same purpose, if CAMS is available. For example, units will not develop a database management program to track scheduled or unscheduled maintenance, equipment status reporting, preventive maintenance inspections, or time compliance technical order actions. CAMS provides a subsystem to track these actions.

2.31.1. (Added) The unique nature of the 70 IW requires that the wing logistics division act as parent unit for Functionally Supported Maintenance Activities (FSMA). Any parent unit of a subordinate maintenance activity in the 70th IW will:

2.31.1.1. (Added) Provide guidance and assistance to FSMAs on all logistics matters to include logistics plans, maintenance training, maintenance data systems analysis, technical order management, and supply.

2.31.1.2. (Added) Monitor CAMS data accuracy and maintenance production control via Job Data Documentation and CAMS products (training visibility ledger, master preventative maintenance inspection lists, etc).

2.31.1.3. (Added) Delegate approving authority for all locally developed operating instructions, work cards, and checklists to the division or section chief, whichever applies.

2.31.2. (Added) The parent unit oversees the Maintenance Standardization and Evaluation Program (MSEP) of the FSMA and ensures managerial evaluations are performed on assigned FSMAs. Managerial evaluations include personnel and technical evaluations.

2.31.2.1. (Added) Managerial evaluations will be coordinated with units at least 45 calendar days prior to inspection in order to minimize impact to the unit.

2.31.2.2. (Added) FSMAs ensure that functional area monitors or work center supervisors are available during the managerial evaluations.

2.31.2.3. (Added) The parent unit will ensure that managerial evaluation is sufficient to cover all applicable areas in enough depth to provide an accurate assessment of the maintenance activity's ability to meet mission requirements.

2.31.2.4. (Added) Utilize Air Force Maintenance Quality Control Checklists (AFMQCC) as guides when conducting managerial evaluations. Major command or 70 IW/LG MQCCs will be used as guides for areas not covered by AFMQCCs. Applicable AFMQCC and 70 IW/LG MQCC will be made available to units. Note: MQCCs are not directive and only serve as guides. Applicable technical orders and Air Force instructions should be reviewed to ensure a thorough inspection.

2.31.2.5. (Added) The parent unit will review evaluations performed by maintenance support representatives (MSR). Review may be a combination of over-the-shoulder and after-the-fact evaluations.

2.31.3. (Added) MSRs may be used to assist with the unit MSEP program. MSRs will be appointed by the FSMA as directed by the parent unit. FSMAs will provide copies of the letter of appointment to the parent unit. The FSMA will ensure MSR training. As a minimum, AFQTP 2EXXX-201G, Maintenance Support, will be used to train MSRs. The parent unit certifies MSR tasks. MSRs assigned to FSMAs will:

2.31.3.1. (Added) Provide a list of scheduled technical evaluations to the parent unit by the 25th of the month prior to the due date.

2.31.3.2. (Added) Perform mandatory special evaluations in accordance with the basic publication, such as technical evaluations.

2.31.3.3. (Added) Conduct special evaluations as requested by the parent unit Chief of Logistics (COL), unit Chief of Maintenance/Chief of Mission Systems Flight (COM/CMSF), or work center supervisors.

2.31.3.4. (Added) Use, maintain and update the unit MSEP database. Maintain file copies of all completed MSEP reports.

2.31.3.5. (Added) Prepare, route, and follow-up on all MSEP reports conducted by the unit.

2.31.3.6. (Added) Provide the parent unit copies of all locally closed MSEP reports.

2.31.4. (Added) The parent unit will maintain a personnel evaluation schedule of all required personnel evaluations. The FSMA will:

2.31.4.1. (Added) Notify the parent unit when new technicians are assigned and when technicians leave the maintenance activity.

2.31.4.2. (Added) Notify the parent unit when a technician is re-certified to facilitate scheduling of the evaluation and for updating the personnel evaluation schedule.

2.31.4.3. (Added) Update last evaluation date and task status in CAMS upon completion of each evaluation. Annotate that CAMS has been updated with comments included.

2.31.5. (Added) MSEP Report Preparation and Routing:

2.31.5.1. (Added) Final reports should be sent to the FSMA within 10 duty days of completion of managerial evaluations, and 5 duty days for all other evaluations. Personnel identified on the routing list have 5 duty days to meet action suspense and 2 duty days to meet information suspense.

2.31.5.2. (Added) Closeout authority for managerial and personnel evaluation reports generated by the parent unit will be the parent COL or designated representative. The parent unit COL will be the only closeout authority for all technical and special evaluations that identify major discrepancies. The unit COM/CMSF will close out technical and special evaluations that identify only minor or no discrepancies (with an informational copy sent to the parent unit).

2.31.5.3. (Added) Route all evaluation reports through the unit chain of command, to include unit commanders. Routing includes the technician, work center supervisor, and unit COM/CMSF, and parent unit COL. Personnel evaluations conducted as part of a managerial inspection will be routed separately from the managerial report.

2.31.6. (Added) FSMA, with the assistance of the parent unit, will accomplish traditional maintenance support functions to ensure continued mission accomplishment. The following are examples of traditional maintenance support functions: technical publications management, deficiency reporting, self-sufficiency, modification proposals, corrosion control, equipment records, and the maintenance-training program.

3.2.2.25. (Added) The Chief of Maintenance will appoint a primary and alternate point of contact for CAMS in writing. This letter will be reviewed annually or as updates occur. Copies of this letter will be forwarded to the host database manager.

4.6.25. Maintenance Analysts, AFSC 2R0X1, are not responsible for an individual work center's data and should not routinely make inputs to CAMS except for the purpose of training personnel.

JAMES O. POSS, Colonel, USAF
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